

CHIEF OF ZONING, PERMITTING AND INSPECTION

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work directing the activities of the County's Zoning, Permitting and Inspections division; does related work as required. Work is performed under general supervision. Supervision is exercised over all division personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Managing and coordinating the administration, interpretation and enforcement of building and zoning codes enforcement including land development review and permitting process; overseeing the preparation and maintenance of related files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals; assists in the recruitment and selection of division personnel; coordinates daily work activities; organizes, prioritizes and assigns work; monitors status and inspects completed work; assists with complex/problem situations and provides technical expertise.
- Serves as the Zoning Administrator; administers and enforces the Zoning Ordinance; interprets and enforces provisions of the Zoning Ordinance, state and local codes, laws, regulations, specifications, standards, policies and procedures; initiates legal actions necessary to correct deviations or noncompliance.
- Tracks applicants compliance with all zoning proffers, including monitoring of conditions of approval and tracking financial contributions.
- Provides technical support to the Board of Zoning Appeals, Planning Commission, Board of Supervisors, Agricultural and Forestall Advisory Committee and other boards/committees regarding assigned programs; represents the director at various meetings as assigned.
- Coordinates the review of all site plans; maintains official zoning map; oversees updates and corrections to ensure accuracy.
- Oversees the permitting and inspections functions through the supervision of subordinate supervisors; renders advice and technical assistance as needed.
- Receives and responds to requests for information and complaints.
- Prepares and reviews a variety of correspondence, reports, memoranda, statistical data, etc.; oversees the maintenance of various official records; performs clerical tasks such as report preparation on appeal cases and other complex cases; makes and writes formal, legally binding, written interpretations of the zoning ordinance, proffers and conditions of development approvals.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the zoning ordinances, state code provisions related to land use, and related codes and of the appropriate methods of enforcement; comprehensive knowledge of current situations and recent developments in planning and zoning; thorough knowledge of current literature and recent developments in the field; ability to interpret and analyze technical documents and regulations; ability to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with City and other government officials, other agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field, masters degree preferred, and extensive planning experience which included considerable zoning and supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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